Development & Business Services
20816 44th Ave W, Suite 230
Lynnwood, WA 98036
www.LynnwoodWA.gov/DBS

DEVELOPMENT ENGINEERING PERMIT SUBMITTAL CHECKLIST & STANDARDS

Note:

- Beginning June 30, 2022, the City of Lynnwood uses the 2019 Stormwater Management Manual from the Department of Ecology
- Please refer to the Electronic Submittal Requirements for naming conventions and other electronic file requirements
- We reserve the right to request additional information and documents as needed
- This checklist is meant to guide the applicant to include necessary information for a successful permit application
  - Please contact us at deveng@lynnwoodwa.gov to discuss specific requirements for your project
- This checklist is not intended to take the place of a formal plan review

Required Submittal Documents

	Civil Site Plans	SPCC	SWPPP	Survey Base Map	Geotech Report	ADA MEF	Emergency Vehicle Tracking Plan	Pump Size Calculations	TCP	Drainage Report	Plumbing Calculations for GT's
Water											
New development may necessitate the installation of new water mains. The developer shall apply for a water main permit. The water utility only shall install, own, maintain and operate the water service connection from the main to and including the service cock or meter. In cases where a meter may be located a considerable distance from the main for customer or service convenience, the customer shall maintain the service pipe for the entire distance from the normally designated location of the service cock or meter to the point of ultimate water usage or consumption.											
Private – meter to building	X	X									
City lateral from main to meter	X	X		X							
Mains	X	X	X	X							
Repairs	X	X	X								
Hydrants	X	X	X	X							
Fire Depart. Connection (FDC)	X	X		X							
Hydrant Use	X										
Water Meter											
A permit is required for the installation of a water service line to a building or property. Applications and fees must be submitted at least 30 days before the applicant's requested completion date. The installation of any water service line is dependent on the available water distribution facilities and the utility is not required to have service available in areas not served by the existing water distribution system or where the system is inadequate to handle the increased demand that would result from the applicant's proposed use.											

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Meter	X										
Setter Box	X										
Mall Meters	X										
Site Plan Review											
ADA	X			X		X					
Paving	X			X	X						
Striping	X			X							
Signage	X			X							
Emergency Vehicle Circulation	X			X			X				
Storm Water											
SD Connections	X	X	X							X	
Public (mains)	X	X	X	X	X					X	
Private (arterials/manholes/CBs)	X	X	X	X	X					X	
Flow Control (Detention)	X	X	X	X	X					X	
Pump System	X			X				X		X	
Repairs	X	X	X	X							
Footing Drains	X				X						
Roof Drains	X										
Street Right of Way											
Traffic Control Plan									X		
Road Improvements	X	X	X	X	X					X	
Restoration	X			X					X		
Repairs	X			X					X		
Decommission/removal	X	X	X	X					X		
Fire Lanes	X			X			X				
ADA Compliance	X	X	X	X		X					

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Grading											
Retaining walls under 4'	X	X	X	X	X						
Cut/fill	X	X	X	X	X						
Tree Clearing: please see separate checklist											
Tree Removal Submittal Checklist	X										
Sewer											
Main	X	X	X	X						X	
Lateral/Side	X	X								X	
Connection	X	X								X	
Force system	X	X		X						X	
Repair	X	X	X	X						X	
Shoring											
Cut/Fill	X	X	X	X	X					X	
Cross Connection Control Pre-Treatment LMC 13.12											
Cross connection (backflow)	X										
Pretreatment (grease)	X			X							X
Industrial waste Discharge	X			X							

Required Documents Standards

Civil Site Plans - All plans need to be prepared, stamped, and signed by a Washington State-licensed Civil Engineer

- ☐ Name of the development
- ☐ Name, address, and contact information of property owner(s), developer, and consultants
- ☐ Graphic engineering scale (1" = 20' minimum)
- ☐ North arrow
- ☐ Licensed Professional Stamp, if applicable
- ☐ Legend

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☐ City of Lynnwood Standard Plan Notes

- General Notes
- TESC Notes
- Grading Notes
- Storm Drainage Notes
- Sewer Notes
- Water Notes
- NGPA Notes

☐ Property lines and lot dimensions

☐ Existing/proposed easements with AFN (Snohomish County Auditor File Number)

☐ Location of existing/proposed structures or improvements and the setbacks thereto

☐ Location of any critical areas on or adjacent to the site with any required buffers

☐ Temporary Erosion Control Plan, if necessary

☐ Existing/proposed contours at a minimum 2-foot interval

☐ Finished floor elevations of all existing and proposed structures

☐ Quantity of cuts and fills

☐ Proposed storm drain systems

- Plan and profile of storm including pipe lengths, slopes, types, sizes, etc.
- Manhole/catch basin locations and details, including types, invert elevations (including in/out identification, pipe size, and compass direction of pipe)
- Plan and section of proposed detention systems
- Water quality system plan and details
- City of Lynnwood Standard Plans for all structures, trench details and backfill requirements

☐ Proposed sanitary sewer systems

- Plan and profile of sewer including pipe lengths, slopes, types, sizes, etc.
- Manhole locations and details, including types, invert elevations (including in/out identification, pipe size, and compass direction of pipe
- Cleanout locations and details
- Drop connection locations and details
- Location of side sewer stubs
- City of Lynnwood Standard Plans for all structures, trench details and backfill requirements

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- ☐ Proposed water systems
  - Pipe lengths, types, sizes, etc.
  - Meter locations and details
  - Fire hydrant locations and details
  - Locations and details for all backflow prevention devices
  - Locations and details of all valves, connections, anchors, etc.
- ☐ Location and design of proposed parking including dimensions of parking stalls, drive aisles, and curb cuts – please include labeled number of stalls
- ☐ Location of any electrical vehicle parking stations and ADA parking locations
- ☐ Location of any indoor and/or outdoor bicycle parking
- ☐ Proposed walkways including widths and materials
- ☐ Proposed service areas including trash enclosures and turning radius for delivery vehicles and trash trucks
- ☐ Emergency Vehicle Tracking Plan (see below)
- ☐ Proposed right-of-way improvements and dimensions
- ☐ Roadway profiles with utilities
- ☐ All existing/proposed traffic striping, signing, and signalization
- ☐ Roadway sections showing proposed widths and surfacing depths, including the driving surfaces and sidewalks
- ☐ Location and details of roadways signs
- ☐ Location and details of proposed roadway cuts
- ☐ Sidewalk locations and details
- ☐ Survey monumentation of the proposed centerline; and
- ☐ Right of Way radii and pavement radii in turnarounds
- ☐ Details on the repair of any damaged or reconstructed pavement
- ☐ Curb line spot elevations at all intersections
- ☐ A note on the plan requiring a Traffic Control Plan to be submitted prior to construction

SPCC – Spill Prevention, Control, and Countermeasure Plan

- ☐ SPCC is required when a project uses equipment with any hazardous materials (e.g. hydraulic fluid, diesel fuel, gasoline, oils, etc.)
  Please see the City of Lynnwood's template here

SWPPP - Stormwater Pollution Prevention Plan

- ☐ Required for 7,000 sf or more of land disturbing activity or 2,000 new and/or replaced hard surface area.
  Please see the City of Lynnwood's template here

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Survey Base Map

- ☐ Vertical and horizontal datum
- ☐ Existing property lines and lot dimensions
- ☐ Location of any Critical Areas within 200 ft. of the site
- ☐ Existing easements including drainage and access – all recorded encumbrances
- ☐ Existing structures and parking
- ☐ Existing tree survey
- ☐ Width, materials and location of all on-site roads & drive aisles, curb cuts, trails, sidewalks, and walkways and any other vehicular or pedestrian ways
- ☐ Show their connections to adjacent and off-site improvements
- ☐ Assessment of all public sidewalks and curbs. Indicate the location of utility vaults, hydrants, electrical equipment pads, traffic signals, power poses, exposed \HVAC equipment, refuse/recycling enclosures and routes of all utilities, including water, sewer, and storm
- ☐ Indicate all structures and trees on adjacent properties within 10 ft.
- ☐ Existing Contours at 2-foot interval
- ☐ Locations, dimensions, and names of adjacent public rights-of-ways or tracts
- ☐ Location of any sensitive areas on or adjacent to the site

ADA MEF – American Disabilities Act Maximum Extent Feasible

- ☐ ADA MEF Form

Emergency Vehicle Tracking Plan

- ☐ Graphic engineering scale (1” = 20’ minimum)
- ☐ North Arrow
- ☐ Legend
- ☐ Property lines and lot dimensions
- ☐ Existing/proposed fire lanes, widths, lengths, and turning radii
- ☐ Location of all existing/new fire hydrant(s) and FDC’s
- ☐ Existing/proposed buildings
- ☐ Underground storage tanks/vaults
- ☐ Fire lane markings
- ☐ Identify vertical clearances for overhead obstructions/utilities

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- ☐ Roadway and parking striping
- ☐ Existing/proposed grades and/or contours. Identify maximum fire lane slopes
- ☐ Identify roadway surfacing types

Pump Size Calculations

- ☐ Pump calculations to be provided by a pump manufacturer or Civil/Mechanical Engineer

Traffic Control Plan

- ☐ Location of advance warning signage
- ☐ Location of flagger stations or uniformed police officer(s)
- ☐ Taper length table and signage/cone spacing tables
- ☐ Street name labels
- ☐ Proposed roadway detour route if road is proposed to be completely closed
- ☐ Pedestrian detour route if sidewalk is proposed to be closed
- ☐ Work area
- ☐ Note:
  - If any open cuts in existing right-of-way are proposed, you will need to submit all information as required by LMC 12.04
  - If the barricading of any right-of-way is proposed, the applicant must supply information as required by LMC 12.04 Please review and adhere to City of Lynnwood Standard Plans and Manual on Uniform Traffic Control Devices (MUTCD)

Drainage Report

- ☐ Prepared in accordance with the Department of Ecology 2019 Stormwater Management Manual for Western Washington, Volume III, Chapter 3.2

Plumbing Calculations for Grease Traps

- ☐ Please be advised that the City of Lynnwood adheres to the Uniform Plumbing Code Please see Chapter 10 - Traps and Interceptors
- ☐ Grease Interceptor Sizing and Installation Guidelines
- ☐ Civil Site Plans (see above)